Attachment

Non-Referencing (NO) Document Procedures

Purpose

The Non-Referencing (NO) Document is used to:

- Pay for an expense incurred, such as, EEO cash settlements, civil rights claims, tort claims, public vouchers, and royalty payments

Tables updated

The NO document updates the following tables:

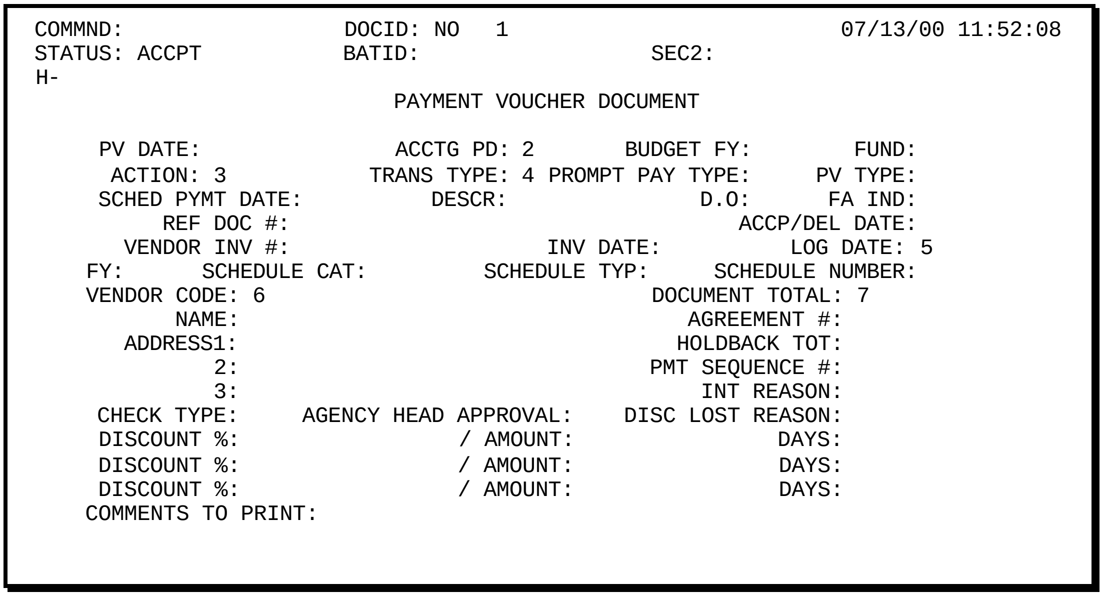
- Voucher Header and Line Tables (PVHT, PVLT)
- Unpaid Vouchers Table (UPVT)
- Treasury Schedule Header and Line Tables (TSCH, TSCL)
- Payment Voucher – Disbursement Document Cross-Reference Table (VXDD)
- Budget Execution tables
- General Ledger tables
- Document Cross Referencing Table (DXRF)
- Vendor Cross Referencing Table (VXRF)

The NO document obligates and pays in one document. The NO does not require a reference.

NO Document Procedures, *continued*

Example header screen

Below is an example of the NO document header screen.



```
COMMND:                 DOCID: NO   1                          07/13/00 11:52:08
STATUS: ACCPT           BATID:                  SEC2:
H-
                            PAYMENT VOUCHER DOCUMENT

     PV DATE:               ACCTG PD: 2       BUDGET FY:        FUND:
      ACTION: 3           TRANS TYPE: 4 PROMPT PAY TYPE:     PV TYPE:
     SCHED PYMT DATE:          DESCR:               D.O:      FA IND:
          REF DOC #:                                   ACCP/DEL DATE:
       VENDOR INV #:                    INV DATE:          LOG DATE: 5
    FY:      SCHEDULE CAT:         SCHEDULE TYP:     SCHEDULE NUMBER:
    VENDOR CODE: 6                              DOCUMENT TOTAL: 7
           NAME:                                   AGREEMENT #:
       ADDRESS1:                                  HOLDBACK TOT:
              2:                                PMT SEQUENCE #:
              3:                                    INT REASON:
     CHECK TYPE:     AGENCY HEAD APPROVAL:    DISC LOST REASON:
     DISCOUNT %:                 / AMOUNT:                DAYS:
     DISCOUNT %:                 / AMOUNT:                DAYS:
     DISCOUNT %:                 / AMOUNT:                DAYS:
    COMMENTS TO PRINT:
```

Required fields

The table below shows required fields for the NO document header screen. The fields are numbered in the example screen:

#	Field	Data	
1	DOCID	Trans Code	NO (type of document)
		Sec1 Code	Agency-defined
		Document #	Agency-defined
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	E (enter new document) M (modify a document) X (cancel a document)	
4	TRANS TYPE	Transaction type	
5	LOG DATE	Date stamped on invoice (required for Prompt Pay)	
6	VENDOR CODE	Vendor code	
7	DOCUMENT TOTAL	Total amount of payment	

NO Document Procedures, *continued*

To enter a NO document header screen, follow the steps outlined below:

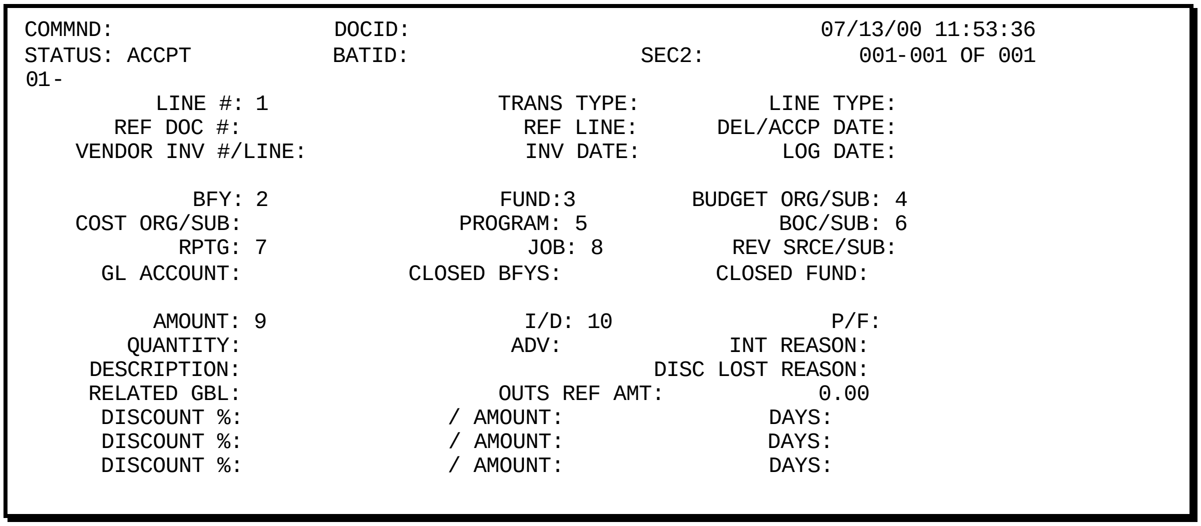
Enter NO document header screen

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type NO.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the NO header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen…	
5	Tab to the next field, and type in the SEC1 code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to ACTION, and type E (enter new document), or Type M (modify document), or Type X (cancel document).
10	Tab to TRANS TYPE, and type in 01 for payment or AV for advance.
11	Tab to LOG DATE, and type the date stamped invoice or SF270 (required for Prompt Pay).
12	Tab to VENDOR CODE, and type in the appropriate vendor code from the Vendor Reference Table (VEND).
13	Tab to DOCUMENT TOTAL, and type in the total of all lines.
14	Press Enter and the NO line screen appears.

NO Document Procedures, *continued*

Example line screen

Below is an example of the NO document line screen.



```
COMMND:                 DOCID:                                 07/13/00 11:53:36
STATUS: ACCPT           BATID:                   SEC2:            001-001 OF 001
01-
          LINE #: 1                   TRANS TYPE:          LINE TYPE:
       REF DOC #:                       REF LINE:      DEL/ACCP DATE:
    VENDOR INV #/LINE:                  INV DATE:           LOG DATE:

             BFY: 2                   FUND:3         BUDGET ORG/SUB: 4
    COST ORG/SUB:                  PROGRAM: 5               BOC/SUB: 6
            RPTG: 7                     JOB: 8          REV SRCE/SUB:
      GL ACCOUNT:              CLOSED BFYS:            CLOSED FUND:

          AMOUNT: 9                     I/D: 10                 P/F:
        QUANTITY:                      ADV:             INT REASON:
     DESCRIPTION:                                 DISC LOST REASON:
     RELATED GBL:                     OUTS REF AMT:            0.00
      DISCOUNT %:                 / AMOUNT:                DAYS:
      DISCOUNT %:                 / AMOUNT:                DAYS:
      DISCOUNT %:                 / AMOUNT:                DAYS:
```

Required fields

The table below shows required fields for the NO document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE #	Different 3-digit number for each line from 001 to 999
2	BFY	Budget fiscal year (if applicable)
3	FUND	Fund (if applicable)
4	BUDGET ORG/SUB	Budget Org (if applicable)
5	PROGRAM	Program code (if applicable)
6	BOC/SUB	Budget object code. BOC cannot be used for a payment advance.
7	RPTG	Reporting category (if applicable)
8	JOB	Job Code (if applicable)
9	AMOUNT	Amount of line
10	I/D	I (for an increase) D (for a decrease)

NO Document Procedures, *continued*

Enter NO Document line screen

To enter a NO document line screen, follow the steps below:

Step	Action
1	Tab to LINE #, and type in a 3-digit number for each line from 001 to 999.
2	Tab to BFY, and type in the budget fiscal year (if applicable).
3	Tab to FUND, and type in the fund (if applicable)
4	Tab to BUDGET ORG/SUB, and type in the budget org (if applicable)
5	Tab to PROGRAM, and type in the program code associated with the fund code.
6	Tab to BOC/SUB, and type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT).
7	Tab to RPTG, and type in a reporting category (if applicable).
8	Tab to JOB, and type in the job code (if applicable)
9	Tab to AMOUNT, and type in the total amount for the line.
10	Tab to I/D and type **I** for Increase or **D** for Decrease.
11	Repeat steps 1 – 7 for remaining lines.
12	Press Home key and type E in COMMND.
13	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
14	This document requires approval. If there are no error messages at the bottom of the screen, close the document and have the person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
12	The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.